

Staff Policies and Procedures



A high adult:child ratio is essential in providing good quality playgroup care with our playgroup.

- We have at least one member of staff to 8 children.
- Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.
- We work towards an equal opportunities employment policy, seeking to offer job opportunities equally to both men and women, with and without disabilities, from all religious, social, ethnic and cultural groups.
- Staff are First Aid trained. Training is an on-going process and is always being updated. Staff are encouraged to attend training sessions.
- Our playgroups budget includes an allocation towards training costs.
- We support the work of our staff by means of regular monitoring through supervisions and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- Our keyworker system ensures each child and their family has one particular staff member who takes a special interest in them.

Supervision of Staff

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are checked for criminal records through the Disclosure Barring Service in accordance with Ofsted's requirements.

Burton Pre-School Playgroup has a clear commitment to safeguarding children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the playgroup owners or manager at the earliest opportunity. Please see Whistle Blowing Policy

The owners and manager are responsible for ensuring all staff are registered to work on the premises. Checks are carried out via an enhanced DBS clearance.

Policy for safeguarding/child protection

During our annual Staff Appraisals each member of staff will sign a form to say that they know of no reason why they are not suitable to work with children and that no member of their family gives cause for concern.



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No Smoking Policy

It is the policy of Burton Pre-School Playgroup that no staff members will smoke in the confines of the setting at anytime or anywhere on the school site inside or outside the school building. Burton Pre-School is a non smoking playgroup.

Mobile Phones

Mobile phones are not permitted within the main hall during playgroup hours 8am-6pm. If staff members need to be contacted in an emergency the playgroup mobile is on from 8am-6pm every day.

Lockers have been provided for staff to use to ensure personal belongings are kept safe and secure.

(Also see Social Networking Policy)

Procedure to cover emergencies and unexpected staff absences

If a member of staff cannot work a normal session, because of an emergency or illness they are asked to telephone the owners before 7.30am on the day, this allows enough time to make other arrangements.

We hold regular staff meetings when cover arrangements are made in advance, for staff holidays or hospitals appointments etc.

Staff Dress Code

Please ensure that you always wear appropriate clothing to enable you to work on the floor and at the small tables in safety and comfort. All staff must present a clean and tidy presence.

All staff must have sufficient clothing to go outside at all times, even when it's raining. Children must not be prevented from going outside because staff are not adequately dressed.

Burton Pre-School Playgroup cannot be held responsible for any loss or damage to personnel property.

For clarification on any of the above talk to one of the management team.